



**North Carolina Department of Health and Human Services  
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Michael Moseley, Director

January 29, 2007

**MEMORANDUM**

**TO:** Area/County Program Board of Director Chairs  
LME Directors

**FROM:** Mike Moseley 

**RE:** New Job Class Specifications for Local Management Entities

As you are aware, §GS 122C-120.1 outlined specific requirements for the positions of Directors and Finance Officers who work for Local Management Entities (LMEs). The Office of State Personnel, in conjunction with Division of Mental Health, Developmental Disabilities and Substance Abuse Services, was tasked in developing new class specifications for these job descriptions.

The job classifications were approved by the State Personnel Commission at their December 14, 2006 meeting. Effective January 1, 2007, three new classifications are to be implemented: Area Authority Director, County Program Director and Local Management Entity Finance Officer. Any person hired on or after January 1, 2007, must meet the minimum education and experience requirements set forth in these new classification specifications, including all Counties that have been granted substantial equivalent status. Employees currently occupying positions will not be subject to these provisions unless applying for a Director or Finance Officer on or after January 1, 2007.

Thank you for your cooperation in making sure that these changes are implemented immediately in your respective programs.

Enclosures

cc: Secretary Carmen Hooker Odom	Chair, Coalition 2001
Allen Dobson, MD	Chair, SCFAC
Executive Leadership Team	Sharnese Ransome
Management Leadership Team	Kory Goldsmith
State Facility Directors	Andrea Russo-Poole
Yvonne Copeland	Debbie Crane
Patrice Roesler	Kaye Holder
Chair, MH Commission	Wayne Williams





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**MICHAEL F. EASLEY  
GOVERNOR**

**THOMAS H. WRIGHT  
STATE PERSONNEL DIRECTOR**

**MEMORANDUM**

**TO:** Michael Moseley, Director  
Division of Mental Health, Developmental Disabilities and Substance Abuse  
Services

**FROM:** Keita Cannon, Interim Local Government Program Lead  
North Carolina Office of State Personnel

**DATE:** January 22, 2007

**SUBJECT:** New Class Specifications for Local Management Entities

As directed by §GS 122C-120.1, the Office of State Personnel was tasked in developing new class specifications for Directors and Finance Officers who work for Local Management Entities (LME). In conjunction with the Division of Mental Health, Developmental Disabilities and Substance Abuse Services, these new classifications were developed and subsequently approved by the State Personnel Commission at their December 14, 2006 meeting. Effective January 1, 2007, three new classifications are to be implemented: Area Authority Director, County Program Director and Local Management Entity Finance Officer.

This legislation also requires that any person hired on or after January 1, 2007 meet the minimum education and experience requirements set forth in these new classification specifications, including all Counties that have been granted substantial equivalent status. Employees currently occupying positions will not be subject to these provisions unless applying for a Director or Finance Officer on or after January 1, 2007.

I am requesting your assistance in disseminating this information to the Chairs of each Area Authority Board. Should you or any of your constituents have further questions, please do not hesitate to contact our office.

**c:** Leza Wainwright  
Drake Maynard  
Patrick McCoy  
Local Government Program Team

## **Area Authority Director**

### NATURE OF WORK

This is directive/managerial work in serving as the Chief Executive Officer (CEO) of a Local Management Entity (LME) executing the powers and duties as defined in GS 122C-111. Employees direct other managers/supervisors, professional, technical and support staff in the delivery of agency services. The CEO is responsible for the management and oversight of the public system of mental health, developmental disabilities and substance abuse services at the community level. Work involves providing leadership and directing program development and implementation, establishing program standards and monitoring and evaluating quality of service delivery systems. Employees maintain direct involvement in: strategic planning, financial activities, conflict/complaint resolution, staffing and personnel issues and serve as the principle spokesperson for the agency. Employees are appointed by, report to and serve at the pleasure of the Area Board.

### KNOWLEDGES, SKILLS AND ABILITIES

General knowledge of senior management principles, techniques and practices including public relations, personnel administration and sound fiscal management. Thorough knowledge of the principles and practices of private and public mental health, developmental disabilities and/or substance abuse systems. Working knowledge of applicable Federal and State laws, rules and regulations including the North Carolina Mental Health Reform process. Ability to develop and maintain effective working relationships with the elected and appointed Area Board, other Federal, State and Local officials, provider agencies, and the general public.

### MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

A Master's degree in Business, Hospital, or Public Administration or Human Services (or closely related field) and six years experience in a governmental and/or mental health/developmental disabilities/substance abuse setting with three of the years in an increasingly responsible supervisory position.

Note: Minimum training and experience requirements are in accordance with GS 122C-121(d).

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

## **County Program Director**

### **NATURE OF WORK**

This is directive/managerial work in serving as the Chief Executive Officer (CEO) of a Local Management Entity (LME) executing the powers and duties as defined in GS 122C-111. Employees direct other managers/supervisors, professional, technical and support staff in the delivery of agency services. The CEO is responsible for the management and oversight of the public system of mental health, developmental disabilities and substance abuse services at the community level. Work involves providing leadership and directing program development and implementation, establishing program standards and monitoring and evaluating quality of service delivery systems. Employees maintain direct involvement in: strategic planning, financial activities, conflict/complaint resolution, staffing and personnel issues and serve as the principle spokesperson for the agency. Employees are appointed by, report to and serve at the pleasure of the Board of County Commissioners.

### **KNOWLEDGES, SKILLS AND ABILITIES**

General knowledge of senior management principles, techniques and practices including public relations, personnel administration and sound fiscal management. Thorough knowledge of the principles and practices of private and public mental health, developmental disabilities and/or substance abuse systems. Working knowledge of applicable Federal and State laws, rules and regulations including the North Carolina Mental Health Reform process. Ability to develop and maintain effective working relationships with the elected and appointed Area Board, other Federal, State and Local officials, provider agencies, and the general public.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

A Master's degree in Business, Hospital, or Public Administration or Human Services (or closely related field) and six years experience in a governmental and/or mental health/developmental disabilities/substance abuse setting with three of the years in an increasingly responsible supervisory position.

Note: Minimum training and experience requirements are in accordance with GS 122C-121(d).

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.

## **Local Management Entity Finance Officer**

### **NATURE OF WORK**

This is administrative work as the Chief Financial Officer (CFO) in a Local Management Entity (LME) that directs the business operations of the LME which include accounting, reimbursement and claims and contracts. Employees have organizational responsibility and supervision of executing the general provisions of GS 159 which in part consist of: fiscal and budgetary operations, purchasing, auxiliary enterprises and other managerial functions for an LME. Work is performed independently under the administrative supervision of the Area Authority or County Program Director.

### **ILLUSTRATIVE EXAMPLES OF WORK**

Prepares, monitors and maintains agency annual budget.

Prepares budget estimates; deposits incoming monies; approves all checks and vouchers; prepares requests requisitions for funds; design and preparation of all financial reports for LME and LME Board.

Develops and oversees the reimbursement and claims program of the LME and analyzes data to ensure cost effectiveness.

Develops mechanisms and procedures to encumber service authorizations in the financial records, including tracking of IBNR (incurred but not reported) claims.

Develops and implements the agency's fee schedule in accordance with G. S. 122C-146.

Develops cost data, system of services, service codes and definitions to ensure LME is in compliance with billing regulations of Medicaid and Medicare.

Directs contract management and reporting requirements for Federal and/or State grant sources.

Resolves internal resource allocation and program integration issues.

Supervision and direction for staff.

Performs related work as required.

### **KNOWLEDGES, SKILLS AND ABILITIES**

Thorough knowledge of the principles and practices of public and business administration.

Considerable knowledge of purchasing, and accounting practices and procedures.

Ability to plan and direct fiscal and business services.

Ability to select, train, and supervise employees engaged in business operations.

Ability to establish and maintain effective working relationships with associates, other state officials, and the general public.

### **TRAINING AND EXPERIENCE**

Graduation from a four-year college or university preferably with a major in business, public, or hospital administration, and seven years administrative experience involving participation in the planning and management of a business or governmental program; or an equivalent combination of training and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.